

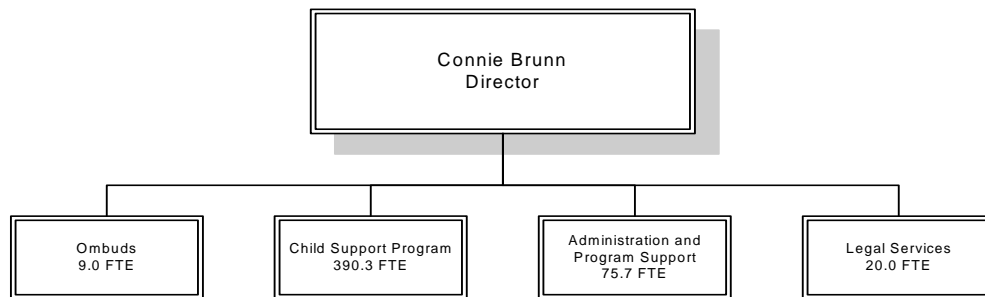
## CHILD SUPPORT SERVICES

### Connie Brunn

#### MISSION STATEMENT

The County of San Bernardino Department of Child Support Services determines paternity, establishes and enforces child support orders, and issues payments to assist families in meeting the financial and medical needs of their children. We provide timely and effective service in a professional manner.

#### ORGANIZATIONAL CHART



#### DESCRIPTION OF MAJOR SERVICES

The Child Support Enforcement Program, authorized under Title IV-D of the Social Security Act, provides services to assist parents in their mutual obligation to financially support and provide health insurance for their children. The County of San Bernardino Department of Child Support Services is the local child support enforcement agency. Child support payments are used to repay government assistance paid to families receiving Temporary Aid for Needy Families (TANF), or are sent directly to the family if they are not receiving aid.

Basic program services include:

- Establishing court orders for paternity, child support and medical coverage
- Locating parents and assets to enforce the court order
- Collecting and distributing support payments
- Maintaining accounts of payments paid and due
- Enforce court orders for child, family, spousal and medical support
- Modifying court orders when appropriate

#### BUDGET AND WORKLOAD HISTORY

	<b>Actual 2003-04</b>	<b>Budget 2004-05</b>	<b>Estimate 2004-05</b>	<b>Proposed 2005-06</b>
Appropriation	39,516,560	41,478,447	38,248,679	39,527,043
Departmental Revenue	36,956,249	38,694,021	38,248,679	39,527,043
Local Cost	2,560,311	2,784,426	-	-
Budgeted Staffing		506.4		496.0
<b><u>Workload Indicators</u></b>				
Average Collections Per Month	12,296,906	12,666,667	11,728,732	12,000,000
New Cases	47,822	30,900	-	-
Total Cases	158,637	152,200	-	-
Cases per Officer	867	825	-	-
Paternity Establishment %	70	81	70	81
Case w/ support order established %	62	70	65	70
Collections on current support orders %	41	50	41	50
Cases with arrears collections %	48	57	39	57



The local cost associated with the federal penalty for the State's failure to meet child support automation requirements in the amount of \$2,784,426, was deferred in 2004-05. The State's authority to charge a share of the penalty back to the counties expired effective January 2005. There was no local cost for 2004-05.

#### Workload Indicators and Performance Measures

The child support program is a performance-based program. Although collections and caseloads play an important role in the Department of Child Support Services program annually, the federal government measures each state based on certain performance criteria. The four key performance measures to be used to evaluate each state's performance are:

- Paternity Establishment – measures percentage of children born to unmarried parents for whom paternity has been established in current year compared to that of the previous federal fiscal year (FFY).
- Support Order Establishment – measures total cases that have support orders established against total cases requiring support orders to be established.
- Collections on Current Support – measures total current support due as a percentage of the total amount that is collected.
- Collections on Arrears – measures cases with arrears collections compared to the total number of cases with arrears owing during FFY against the total number of cases where some collection has been applied to arrears in the same FFY.

#### 2003-04 Budget to Estimate Narrative

Salaries and benefits are anticipated to exceed appropriation by \$570,898. As part of the CAO midyear BAI #55 presented to the board on November 2, 2004 appropriation was reduced by \$375,118 due to retirement rate savings and pension bond issuance. Also, appropriation was increased by \$1,021,562 due to increases in allocation for the STAR/Kids to CASES child support enforcement systems conversion, which the department presented to the board on February 1, 2005. In comparison to modified budget it is anticipated that there will be a savings of \$75,546.

Services and supplies are projected to be under appropriation by \$4,125,962. As part of the CAO midyear BAI #55 presented to the board on November 2, 2004 appropriation was reduced by \$2.8 million due to the elimination of the child support automation penalty. Also, appropriation was increased by \$497,616 due to increases in allocation for the STAR/Kids to CASES child support enforcement systems conversion, which the department presented to the board on February 1, 2005.

In comparison to modified budget it is anticipated that there will be a savings of \$1.8 million. The primary reasons are as follows:

1. Conversion efforts have had a greater than anticipated impact on casework activities. Areas that have been impacted are:
  - Professional Services: Reduction in requests for Genetic testing and process service.
  - Training and Travel: Reduction in employee development training due to CASES training and conversion preparation.
2. The cutover date for CASES conversion has been changed to June 1, 2005. CSS was scheduled to convert February 1, 2005. Additional costs related to the new CASES system, such as additional printing and mailings in the amount of \$250,000, were included in the budget. Those additional costs will not be reflected this fiscal year.
3. CSS has entered into new contracts for genetic testing and process service. Testing and process service fees are lower in the new contracts than the previous contracts.

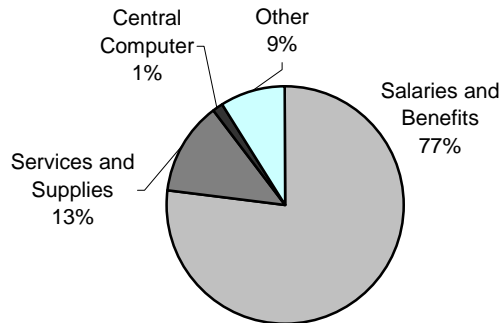
Equipment is projected to exceed appropriation by \$127,500. Appropriation was increased by \$127,500 due to increases in allocation for the STAR/Kids to CASES child support enforcement systems conversion, which the department presented to the board on February 1, 2005, which will be used to purchase two inserter/folder machines and three copy machines.

Transfers are anticipated to exceed appropriation by \$197,796. Appropriation was increased by \$200,000 due to increases in allocation for the STAR/Kids to CASES child support enforcement systems conversion, which the department presented to the board on February 1, 2005, which will be used to pay space costs at the Carousel Mall for conversion training.

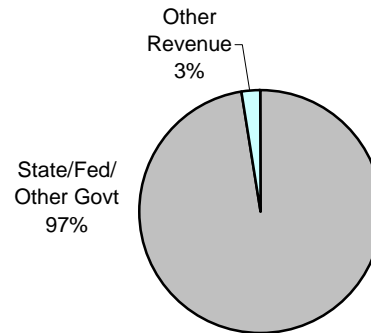


The Family Support Act of 1988 mandates each state develop and implement a single statewide automated child support system. In 1999, state child support reform legislation spelled out the approach for developing a statewide child support system. The statewide system is being developed in two phases. The first phase will bring all counties onto one of two existing automated child support systems, which will have linked databases. Also, during the first phase centralized child support payment processing will be implemented within a Statewide Disbursement Unit. The San Bernardino Department of Child Support Services is scheduled to convert to the CASES child support system on June 1, 2005 and is scheduled to transition in January 2006, to the Statewide Disbursement Unit. The second phase will have all counties on one statewide system.

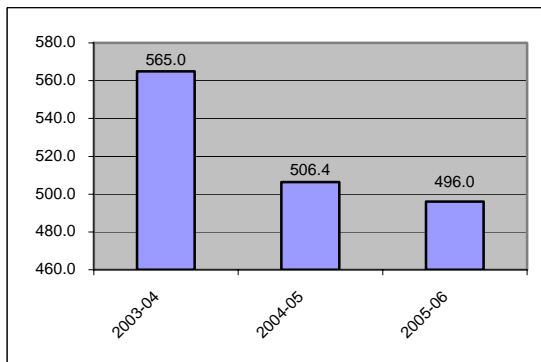
#### 2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY



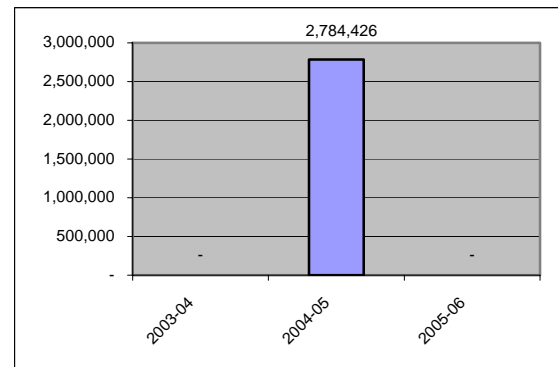
#### 2005-06 BREAKDOWN BY FINANCING SOURCE



#### 2005-06 STAFFING TREND CHART



#### 2005-06 LOCAL COST TREND CHART



GROUP: Human Services System  
DEPARTMENT: CHILD SUPPORT SERVICES  
FUND: GENERAL

BUDGET UNIT: AAA DCS DCS  
FUNCTION: PUBLIC PROTECTION  
ACTIVITY: CHILD SUPPORT

ANALYSIS OF 2005-06 BUDGET

	A	B	C	D	B+C+D E	F	E+F G
	2004-05 Year-End Estimates	2004-05 Final Budget	Cost to Maintain Current Program Services	Board Approved Adjustments	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule A)	2005-06 Proposed Budget
<b>Appropriation</b>							
Salaries and Benefits	29,463,135	28,892,237	577,411	250,000	29,719,648	759,293	30,478,941
Services and Supplies	4,848,363	8,974,325	(3,081,185)	-	5,893,140	(762,214)	5,130,926
Central Computer	451,257	451,257	116,056	-	567,313	-	567,313
Equipment	127,500	-	-	-	-	-	-
Transfers	3,426,491	3,160,628	-	-	3,160,628	335,945	3,496,573
Reimbursements	(68,067)	-	-	-	-	(146,710)	(146,710)
Appropriation	38,248,679	41,478,447	(2,387,718)	250,000	39,340,729	186,314	39,527,043
<b>Departmental Revenue</b>							
State, Fed or Gov't Aid	38,054,445	38,694,021	396,708	250,000	39,340,729	(855,879)	38,484,850
Other Revenue	194,234	-	-	-	-	1,042,193	1,042,193
Departmental Revenue	38,248,679	38,694,021	396,708	250,000	39,340,729	186,314	39,527,043
Local Cost	-	2,784,426	(2,784,426)	-	-	-	-
Budgeted Staffing		506.4	-	-	506.4	(10.4)	496.0

In 2005-06 the department will incur increased costs in retirement, workers compensation, central computer charges and inflationary services and supplies purchases and will incur decreased costs in risk management insurance and computer printing costs. In addition, this budget unit included an estimated increase in salaries and benefits related to the pending negotiations, as this cost is financed by departmental revenues. These costs are reflected in the Cost to Maintain Current Program Services column.

**Staffing and Program Changes for 2005-06**

Salary and benefit appropriation increased by \$1,586,704 due to MOU, salary step, retirement and other staffing related increases. Additionally, a net reduction of 10.4 budgeted positions is necessary to remain within budget. The reduction will be managed through attrition and no layoffs are anticipated.

The reduction of 10.4 budgeted positions consists of the following:

- Staffing adjustments due to program enhancement and conversion to the Computer Assisted Child Support Enforcement System (CASES) program addressed in the February 1, 2005, Mid Year Board Adjustment are the addition of 1.0 Accounting Technician, 2.0 Accountant I, 2.0 Program Specialist, 4.0 Staff Training Instructor, and the deletion of 6 Child Support Officer II positions.
- Addition of 12.5 Child Support Officer and deletion of 16.0 Child Support Assistant positions to maintain program and remain within allocation.
- Deletion of 10.9 Clerical positions due to the implementation of the State Disbursement Unit in January 2006.
- Addition of 1.0 Child Support Deputy Director, 1.0 Staff Analyst II and 1.0 Executive Secretary II position to perform administrative and program support functions.
- Deletion of 2.0 Automated Systems Technician positions.

Overtime is budgeted for State-mandated projects and activities related to conversion for a total of \$402,915.

**Services and Supplies**

Appropriation is reduced from 2004-05 by \$3,843,399. This adjustment was due to:

- The elimination of the automation penalty of \$2,784,426.
- Decreases from internal service fund adjustments of \$185,071 for Risk Management liability and printing charges moved from services and supplies to Computer Services.
- Decreases in postage volume, professional services costs due to new contract pricing, and adjustments in other areas totaling \$1,215,111 that will allow the department to remain within the allocation.



- Increase of \$341,209 for COWCAP costs.

#### Inter-Fund Transfers

Inter-fund Transfers increased by \$335,945 due to increase of \$149,398 for interdepartmental services and \$186,547 for lease increases.

#### Reimbursements

Sub lease at CSS Victorville office with Department of Children Services in amount of \$146,710.

#### Revenue

The department anticipates interest in the amount of \$179,284 for 2005-06. An additional \$862,909 of incentive funds earned over the last 5 years is slated for one-time departmental expenditures in 2005-06. Child Support is a reimbursement program backed by 100% state and federal funding.

DEPARTMENT: CHILD SUPPORT SERVICES  
FUND: GENERAL  
BUDGET UNIT: AAA DCS DCS

SCHEDULE A

#### DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment		Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Salaries and Benefits Overtime Projects and anticipation of MOU increases.		1,254,853	-	1,254,853
2.	Salaries and Benefits Reduction in Staff due to workload needs.	(10.4)	(495,560)	-	(495,560)
3.	Services and Supplies Cowcap Increase.		341,209	-	341,209
4.	Services and Supplies decreases in genetic testing, process service, insurance and printing charges.		(1,103,423)	-	(1,103,423)
5.	Transfers Increase in lease costs and HSS Admin charges.		335,945	-	335,945
6.	Reimbursements Sub lease of portion of Victorville office to Department of Children's Services.		(146,710)	-	(146,710)
7.	Revenue Estimated State and Federal allocation reduction.		-	(855,879)	855,879
8.	Revenue Additional revenue from Interest on trust fund accounts and departmental one-time funds.		-	1,042,193	(1,042,193)
<b>Total</b>		<b>(10.4)</b>	<b>186,314</b>	<b>186,314</b>	<b>-</b>

